

The Beanstalk Montessori Nursery School

Risk Assessment for outing

Risk Assessment for outing to: _____

OUTING PROCEDURE

Place of Outing:

Names of all children attending the trip:

Names of all staff/adults attending the trip:

Checklist

- | | |
|--------------------------|--------------------------|
| Potty | <input type="checkbox"/> |
| Spare Clothes | <input type="checkbox"/> |
| Nappies | <input type="checkbox"/> |
| Wet Wipes | <input type="checkbox"/> |
| Gloves | <input type="checkbox"/> |
| Drinking cups | <input type="checkbox"/> |
| Bottled water | <input type="checkbox"/> |
| Children's labels | <input type="checkbox"/> |
| First Aid Travelling Kit | <input type="checkbox"/> |

Date of Visit:

Method of Travel on outward journey:

Method of Travel on return journey:

Local Police Station:

Local Hospital:

First Aiders:

Allergy procedures (if any children have an allergy, i.e. hay fever, please take their medication):

SENCO:

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Outward journey details

- 1) Meet at the Beanstalk at:
- 2) Departure Time:
- 3) Bus Number/ Tube route:
- 4) Time of arrival at destination:

Return journey details

- 1) Return journey time:
- 2) Departure bus/ tube route:
- 3) Time of arrival at the Beanstalk :

Other information

Who organised the trip:

A preliminary visit has been made by:

Meeting point if lost:

Fire exit and assembly point:

Behaviour code when on trip:

Assessment completed by: _____

Signature: _____

Date: _____

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Pre-visit check list when planning /preparing for outings

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Pre-visit check list when planning /preparing for outings

Visit to-----Visit Date-----

Room/Group-----Early Years practitioner-----

	<i>Complete</i>
1. Inform manager of any proposed visit to receive approval	
2. Make preliminary site visit or telephone contact obtain brochure	
3. Complete request for outing form and return to manager to obtain authorisation	
4. Do a risk assessment and submit to Manager	
5. Hold a planning meeting of the staff involved in the visit to Arrange. <ul style="list-style-type: none">• Aims and objectives of the visit• Staff levels and roles• Transport arrangement• Grouping of children	
6. Plan Nursery visit information sheets to be given to adult helpers	

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7. Consider bad weather arrangements	
8. Establish clothing (be specific), food, equipment, money needed by the children and draft parental consent/ information letters	
9. Establish the transportation and visit rules to be told	
10. Make contact with the site that is to be visited to make general details and arrangements, etc	
11. Check if any children have medical Needs Allergies, special diets and ensures these needs can be met	

Signature ----- date-----

Print Name-----